

# Information for Participants

## I. Venue Information

Item	Room Name	Location
Registration Desk	Eminence Hall Foyer	5th floor, South Tower
Data Check-In Counter	Nishiki Foyer	4th floor, South Tower
Room 1	Eminence Hall	5th floor, South Tower
Room 2	Ohgi	4th floor, South Tower
ePoster Viewing Area	Ohgi Foyer	4th floor, South Tower
Exhibition	Nishiki	4th floor, South Tower
	Ohgi Foyer	4th floor, South Tower
	Eminence Foyer	5th floor, South Tower
Welcome Reception	Eminence Hall	5th floor, South Tower
	Ohgi Foyer	4th floor, South Tower
	Nishiki Foyer	4th floor, South Tower
Gala Dinner	Eminence Hall	5th floor, South Tower
Headquarters	Katsura	4th floor, South Tower
Secretariat Office	Mizuki	4th floor, South Tower
Cloak Room	Lobby	4th floor, South Tower
	Lobby	4th floor, Main Tower
	Lobby	5th floor, Main Tower

### Wi-Fi

Free Wi-Fi is available in the Keio Plaza Hotel.  
 SSID: HarmonicHD1000i      Password: byEthicon

### Smoking Policy

Smoking is prohibited in the venue and is only allowed in the designated smoking areas. Smoking areas can be found on the 2<sup>nd</sup> floor of the South Tower or the 3<sup>rd</sup> floor of the Main Tower of the Keio Plaza Hotel.

### Photography and Recording

Photography and Recording is limited to approved press and media ONLY and is otherwise prohibited during the congress.

### Cellular Phones

Usage of cellular phones during the sessions is prohibited. Please turn your phone off or set it to silent mode during the sessions.

### Message Board

A message board is located beside the registration desk. Feel free to use it at any time but make sure to remove all messages by yourself.

## II. Registration

### 1. Registration Desk

The Registration Desk is located in the Room 1 (Eminence Hall) foyer on the 5<sup>th</sup> floor of the South Tower, Keio Plaza Hotel.

➤ **Open Hours:**

May 9th	7:30-18:30
May 10th	7:30-18:30
May 11th	7:30-16:30

### 2. On-Site Registration Fees

Non-Members	70,000 JPY
ILLS Members	60,000 JPY
Trainees/Residents	40,000 JPY
Nurses, Other Medical Staff	40,000 JPY
Gala Dinner	10,000 JPY

*Trainees and Residents will be asked to provide proof of residency upon registration.*

### 3. Name Badges

Name badges will be given to all participants during check-in at the Registration Desk. The name badge is your identification for access to all scientific sessions, including the ePoster Viewing Area. Participants should wear their name badges while attending congress sessions and related events.

### 4. Certificate of Attendance

A Certificate of Attendance will be attached to your name badge and will be handed to you at the registration desk.

## III. Poster Viewing

The Poster Viewing Area is located on the South Tower 4th floor of the Keio Plaza Hotel and can be accessed in accordance with the schedule below.

May 9th	8:00-19:30
May 10th	8:00-19:45
May 11th	8:00-16:30

## IV. ILLS General Assembly

Date & Time: Friday, May 10th 7:15-8:00

Location: Room 1 (Eminence Hall), 5F, South Tower, Keio Plaza Hotel

## V. Exhibition

Exhibitor booths can be visited in the foyer, Nishiki, and Ohgi Rooms on the 4th floor and Room 1 (Eminence Hall) on the 5<sup>th</sup> floor of the South Tower in accordance with the schedule below.

May 9th	8:00-19:30
May 10th	8:00-19:45
May 11th	8:00-16:30

## VI. Social Events

### Welcome Reception

Date & Time: Thursday, May 9<sup>th</sup> 17:30-

Location: Nishiki/Ohgi 4F and Eminence Hall, 5F, South Tower, Keio Plaza Hotel

Dress Code: Business Casual

### Gala Dinner

Date & Time: Friday, May 10<sup>th</sup> 19:45-

Location: Eminence Hall, 5<sup>th</sup> floor, South Tower, Keio Plaza Hotel

Dress Code: Business Casual